

RECORDS AWARENESS TRAINING

JPL Library, Archives, and Records Section 273

CLASS DESCRIPTION:

A brief overview of records management definitions, benefits and requirements; includes guidance on records creation and retention and a review of employee responsibilities for properly managing records.

Register at <http://hr/et>

KEY OBJECTIVES:

You will learn how to:

- ❖ Recognize a record in your organization
- ❖ Properly manage active and inactive records
- ❖ Determine how long to retain a record
- ❖ Find help when needed

SCHEDULE AND LOCATION: (**Note: 3 classes are held in January**)

- ❖ Location: 111-117 Conference Room
- ❖ Class Dates: January 7, 2009; January 13, 2009
& January 22, 2009
- ❖ Time: 10:00 AM-11:00 AM
- ❖ Total Hours: 1.0
- ❖ Instructor: Records Staff

For more information, call Records Management Group – X4-5469

SECTION 273

Margo Young, 4-3007
Manager

Section Office, 4-3009
Fax 3-6752

LIBRARY

Barbara Amago, 4-3183
Supervisor

Library e-mail:
Library@jpl.nasa.gov

Info/Reference, 4-4200

Library Building 111
M-Fr. 7:30 a.m. to 4:45.m.
RDO Fridays-closed

ARCHIVES

Archives e-mail:
Archives@jpl.nasa.gov

RECORDS

Susan Hendrickson, 4-5469
JPL Records Manager

Lee Reynolds, 4-9253
Records Management Assistant

See e-mail below for New
RSRs

RSR Process & Forms
<http://rules.jpl.nasa.gov/cgi/doc-gw.pl?DocID=65913>

Records e-mail
Records@jpl.nasa.gov

Visit our web-site at <http://beacon>